

## Job Description

<b>Position title:</b>	<i>Certified School Nurse</i>
<b>Reports to:</b>	<i>Executive Director</i>
<b>Employment category:</b>	<i>Part-time/10-Month/Salaried</i>
<b>FLSA status:</b>	<i>Exempt</i>
<b>Salary</b>	<i>\$36,000 (3 days per week, 10 months)</i>

### Position Summary

Responsibilities: The Certified School Nurse (CSN) is responsible for coordinating, collaborating, planning for, and, in most cases, providing direct services to ensure that the school district's health program, as defined by the Pennsylvania School Code, School District Policies, and the PA Dept. of Health Division of School Health Regulations is carried out according to the specifics in the Law (Mandated programs) and within the parameters established for approved Modified programs. Mandated School Health Programs may be modified, (with Department of Health Approval), based on identified local health needs with a plan established and recommended by the Local Advisory School Health Board and concurred with by the District Superintendent.

The goals of the CSN position are to maintain and/or improve the health status of students, thus enabling them to profit fully from their educational experiences; and, to promote optimum health status and lifestyles for all students through the joint efforts of the home, school and community.

The CSN works in coordination with the full time nurse (LPN/RN) who focuses on direct services to students.

### Responsibilities

Develops and maintains a comprehensive school health services program for students, following the guidelines of the PA School Code, PA DOH Regulations, the Division of School Health guidelines, PA DOE Regulations, and school district policies.

- a. Assists with school administrators, school physicians and dentists in planning and organizing the school health program. Consults with school administrators to establish, review and revise policy and procedures for a comprehensive school health program. Schedules dental and physical exams. (23.71)
- b. Provides up-to-date information for use of school personnel on such subjects as the growth and development pattern of children, first aid practice, accident prevention, communicable disease regulations and assists in evaluating the content material used for health teaching, and offer assistance in providing sources of information. (23.75)
- c. Uses data collected to help plan and evaluate the school health program. (Regs. 23.75)
- d. May serve on district advisory health councils. (14-1422 Code)
- e. Ensures that reports required by the school district; PA Dept. of Health, Div. Of School Health; and PA Dept. of Education are properly prepared and forwarded.

Provides direct services to students, using the nursing process to provide care to the school community in accordance with current medical practice and nursing standards, relevant statutes, and regulations.

- a. Performs and/or oversees mandated screenings and completes referrals and follow-up where applicable.
- b. Manages and controls acute and chronic disease. Carries out policies and procedures for the control of communicable diseases, in collaboration with the PA Department of Health.

- c. Provides first aid for illness or injury to students and documents nursing assessment, diagnosis and treatment.
- d. May establish health care plans for students with special health care needs and update them as needed.
- e. Reviews and monitors student immunization status. Makes appropriate referrals to up-to-date immunizations when indicated.
- f. Provides health teaching and counseling.
- g. Maintains comprehensive health records on each child and records of school nursing services (23.72).
- h. Assists in interpreting the health needs of individual children to parents and teachers and families in utilizing community resources for improving the health of their children (23.74).
- i. Administers medications and performs procedures according to physician orders and school district policies and procedures. Ensures physician orders for individual student medications and treatments comply with requirements for administration.
- j. Informs teachers of health conditions of pupils which may affect behavior, appearance or scholastic performance (14-1406 Code).

Facilitates an organized system of coordinated care for students.

- a. Collaborates with agencies within and outside of the school community to insure continuous service and care of students, including working with

private physicians and dentists to coordinate private medical and dental examinations with the school program (23.78).

- b. Identifies high risk children to needed services, including students presenting with signs of child abuse
- c. May actively participate as a member of Suicide Prevention, Drug and Alcohol Abuse Prevention and Smoking Cessation programs or activities.
- d. May actively participate in the Student Assistance Program; Child Study Team; individual education program meetings for exceptional students with medical or developmental problems; Chapter 14 and 15 review and evaluation teams; and/or provide information to these teams as required.

Promotes a safe and healthy school environment.

- a. Plans with school administrative, maintenance and sanitation personnel for the environmental needs of the school group, and advises school officials of environmental adjustment necessary to meet the needs of physically challenged individuals. (23.76)
- b. Plans for first aid services and instructs personnel responsible for giving first aid. (23.79)
- c. Directs the health service's staff to facilitate the school health program.
- d. Applies appropriate nursing theory and evidence-based practice as the basis for decision making in the school setting. Contributes to the body of school nurse knowledge through participation in needs assessments and/or research.
- e. Serves as resource person to facilitate learning of positive health and wellness behaviors for students and staff.
- f. May arrange for or teach in-service programs for school personnel in first aid, emergency care procedures and current health issues.
- g. Promotes good safety practices, both within and outside of school buildings. Serves as a member of the School Safety Committee.
- h. Assists in budget preparation by advising the school administrator in preparing a budget for the health program and facilities, and shall advise them on the financial needs for a program (23.77).

## Qualifications

- Current PA Registered Nurse license
- Bachelors Degree in Nursing (BSN)
- Certification as Educational Specialist by PA DOE
- CPR/AED certification
- Background/experience preferred in school nursing
- Knowledge of current Child Abuse Law

- Required Act 48 continuing education coursework for Nursing license and Education Specialist II Certificate
- Required State and Federal clearances

### **Working conditions**

The working conditions of a School Nurse include:

- Very high levels of social interaction, with daily and consistent work with children, parents, and t
- Communicating with people face-to-face on a daily basis, as well as communication through pho
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Being placed in conflict situations where parents and students might become angry or unpleasan
- Working as part of a team of educators.

### **Physical requirements**

School Nurses are regularly required to sit, stand, take the stairs, walk, talk, hear, operate a computer, ha learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/c up to 10 pounds.

### **Direct reports**

N/A

<b>Approved by:</b>	FACTS Human Resources
<b>Date approved:</b>	8/16/2022
<b>Reviewed:</b>	